



TOWN OF CONCORD
HUMAN RESOURCES DEPARTMENT
TOWN HOUSE
P.O. BOX 535
22 MONUMENT SQUARE
CONCORD, MASSACHUSETTS 01742

TEL: 978-318-3025
FAX: 978-318-3024
hr@concordma.gov

July 9, 2015

Dear Applicant,

Thank you for your interest in the **Firefighter/EMT** position with the Town of Concord. Enclosed with this letter is a description of the duties and qualifications for this position, as well as an application form. In order to be considered for this position, you must fully complete the application form and return it to the Town Human Resources Office.

Applications will be accepted until Monday, August 10, 2015 at Noon.

Please note that you may attach a resume to your application as additional information; however, the resume cannot serve as a substitute for completing the form in full. Emailed resumes are not accepted. Please do not include any information pertaining to age, race, color, religion, national origin, ancestry, gender, gender identity, sexual orientation and physical/medical condition or history.

All applications will be reviewed, and the most highly qualified candidates will be invited to one or more interviews. You can expect to be notified as soon as a decision has been made regarding your standing in the process. We anticipate that everyone will have been contacted regarding their candidacy within six weeks of the deadline.

Again, thank you for your interest in the Town of Concord.

Sincerely,

Amy Traywick
Assistant Human Resources Director

Enclosures (2)



*The Town of Concord is currently accepting applications
for the full-time position of:*

FIREFIGHTER/EMT

Base Salary Range: \$25.20 - \$28.92 per hour plus 4% EMT Stipend;
other pays and stipends also available

Application Deadline: **Monday, August 10, 2015 @ Noon**

***This recruitment is intended to establish a list of candidates for
expected opportunities within the next two years.***

As a condition of employment, successful candidates must be, and remain, a non-smoker. In addition, all employees must comply with any residency requirements as outlined by state law and/or the Town's collective bargaining agreement.

Successful candidates must obtain certification as Firefighter I and II through the Massachusetts Fire Academy full time recruit academy as set forth by the Massachusetts Fire Training Council or equivalent full time academy as determined by the Town of Concord prior to completion of their probationary period.

Application Process

All applicants are required to complete the attached Town application form. Resumes may be attached to the application form as additional information but cannot serve as a substitute for completing the form. **Candidates should not attach copies of their certifications, licenses, diplomas, etc.;** however, a summarized list may be provided.

Applications must be received in the Concord Human Resources Office by **Monday, August 10, 2015 at Noon**. Emailed resumes are not accepted. The Town reserves the right to modify the application deadline, and/or to accept applications after the deadline, to best serve the interest of the community.

After the deadline, all applications will be reviewed and the most highly qualified candidates will be invited to participate in one or more assessments including, but not limited to, **an entry-level Firefighter Exam to be held in the evening on Thursday, August 20, 2015**, and interviews. Specific details regarding assessments will be communicated to candidates as the process proceeds. Please Note: The Town of Concord has secured the services of a consultant to manage several steps in this hiring process. Accordingly, *candidates may receive official communications from Michael P. Wallace of Wallace Training Associates* on behalf of the Town. All applicants will be notified of their standing as soon as a decision has been made regarding their individual application.

Appointment as a Firefighter will be contingent upon the satisfactory results of a number of pre-placement conditions including:

- Thorough background investigation, including motor vehicle and credit history records check
- Pre-employment physical examination
- Drug-screening test
- Psychological screening
- Physical Abilities Test (PAT) to test the strength and agility required (consisting of seven stations)
- 100-yard swimming test (waived for applicants with an advanced swimmer certificate from the American Red Cross, YMCA or YWCA)
- Driving test (waived for applicants with a Class B driver's license)

Individuals who need accommodation in order to participate in this process should contact the Town Human Resources Department.

The Town of Concord is committed to a diverse workforce and welcomes applicants with disabilities and/or from multi-cultural communities. EOE

Questions regarding this hiring process should be addressed to the:
Concord Human Resources Department
Town House, 22 Monument Square, P.O. Box 535, Concord, MA 01742
978-318-3025
www.concordma.gov/hr

FIREFIGHTER/EMT

ESSENTIAL FUNCTIONS

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

Firefighter/EMTs must perform a wide range of fire and life protection responsibilities necessary to the safety of the community. These include, but are not limited to the following:

- Perform rescue and life saving functions such as searching out and removing victims, providing basic first aid and life support, and transporting victims to medical facilities.
- Protect life and property against fire by responding to alarms, driving and operating fire apparatus, making emergency entrances, using ropes, ladders and extinguishers, applying water streams from hoses, effecting ventilation, salvaging and overhauling, and preserving evidence of causes of fire.
- Maintain fire equipment, station and grounds; train and drill on procedures and techniques; perform fire prevention inspections and install and maintain fire alarms.
- Perform all other essential functions of a municipal firefighter identified by the Commonwealth of Massachusetts' Human Resources Division.

MINIMUM REQUIREMENTS

- NFPA Standard 1001, Firefighter I and II Certification
- Physical condition necessary to pass a medical exam that is conducted in accordance with the Commonwealth of Massachusetts Human Resources Division Physician's Guide Initial-Hire Medical Standards.
- Certification as a Massachusetts "Emergency Medical Technician"
- Eighteen (18) years of age or older at time of application
- High School diploma or equivalency
- Possession of a valid driver's license and a safe driving record
- Physical condition necessary to pass a medical exam and a physical strength and agility test
- Non-smoker

KNOWLEDGE, SKILLS & ABILITIES

- Good reading comprehension and writing skills; ability to prepare and read reports regarding different occurrences.
- Good verbal communication skills; ability to interact with coworkers, supervisors and the general public in an effective manner.
- Good mechanical aptitude to learn technical knowledge and skills.
- Ability to function effectively in dangerous situations where personal safety may be in jeopardy and where conditions are stressful.
- Ability to use physical force to perform property and life-saving functions.
- Ability to operate equipment necessary for fire fighting and rescue.
- Ability to work for long hours during any part of a 24-hour day, including weekends and holidays.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.



**TOWN OF
CONCORD**
An Equal Opportunity Employer

EMPLOYMENT APPLICATION

BOTH PAGES MUST BE LEGIBLY COMPLETED

Return to: Human Resources Dept., 22 Monument Square

OR Mail to: P.O. Box 535, Concord, MA 01742

Name	_____	_____	_____
	First	Middle	Last
Address	_____		
City	_____	State	_____ Zip _____
Home # (____)	_____		Cell # (____) _____
Email Address	_____		

Position Applying for: **FIREFIGHTER/EMT**

How did you learn of this position, please be specific (i.e. Concord's website, Name of Newspaper, etc.): _____

Schedule: Continuous ☐ Seasonal ☐ Full Time ☐ Part Time ☐ Either ☐

Do you have relatives working for the Town of Concord? Yes ☐ No ☐

Are you, or any relative, a member of any Town Board or Commission? Yes ☐ No ☐

If yes to either, please specify _____

If hired, can you provide proof of citizenship or legal right to work in the US? Yes ☐ No ☐

Are you under 18 years of age? If yes, a work permit is required. Yes ☐ No ☐

SPECIAL SKILLS (Below please list special skills applicable to this position)

____ Typing (WPM _____)
____ Word Processing /
Equipment/Programs

____ Shorthand (WPM _____)

____ 10 Key Calculator
____ Computers -
Equipment/Programs

Licenses: _____

Shop or Heavy Equipment:

Other: _____

EDUCATION HISTORY

Highest Level of Education: _____ Grade School _____ High School Diploma or equivalent
____ Vocational, Technical Diploma or Certificate
____ Associates Degree _____ Bachelors Degree _____ Post Grad. Degree

Name and Address of Schools (High School and Above)	Major Fields of Study	Number of years completed or type of degree received

Other Training you received (e.g. Work Training Programs, Armed Forces Training, Special Courses, etc.):

Additional information that may be helpful in establishing your qualifications. (Awards, Professional Affiliations, etc.)

EMPLOYMENT RECORD

This section must be completed. A resume cannot be substituted. List most recent position first. Include relevant summer employment or work performed on a voluntary basis.

Name of Company _____ Dates Employed From _____ To _____
month/year month/year
Address _____ Salary _____ hr/mo/wk/yr Hours per Week _____
Your Supervisor _____ Reference phone # (_____) - _____
Your Position Title _____ Summarize your duties _____

Reason for Leaving (or Seeking Other Employment) _____

Name of Company _____ Dates Employed From _____ To _____
month/year month/year
Address _____ Salary _____ hr/mo/wk/yr Hours per Week _____
Your Supervisor _____ Reference phone # (_____) - _____
Your Position Title _____ Summarize your duties _____

Reason for Leaving _____

Name of Company _____ Dates Employed From _____ To _____
month/year month/year
Address _____ Salary _____ hr/mo/wk/yr Hours per Week _____
Your Supervisor _____ Reference phone # (_____) - _____
Your Position Title _____ Summarize your duties _____

Reason for Leaving _____

Name of Company _____ Dates Employed From _____ To _____
month/year month/year
Address _____ Salary _____ hr/mo/wk/yr Hours per Week _____
Your Supervisor _____ Reference phone # (_____) - _____
Your Position Title _____ Summarize your duties _____

Reason for Leaving _____

I understand that entering into and continuing employment with the Town is subject to the verification of my statements and receipt of satisfactory references. I understand that any false answers or statements and/or withholding of information will be sufficient grounds to terminate my employment at any time.

Applicant Signature _____ Date _____

It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liabilities.